



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report October 19, 2020 Select Board Meeting

RSA 91-A Emergency Provisions

- As Chair of the Barrington Select Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the [Governor's Emergency Order #12](#) pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.
- Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:
 - Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:
 - We are utilizing Microsoft Teams for this electronic meeting. All members of the Select Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting.
 - **Phone Participation**
 - Dial [+1 603-664-0240](tel:+16036640240) and enter Conference ID: 676 749 973#
 - **Video Participation**
 - Click link: bit.ly/BarrSB
 - Providing public notice of the necessary information for accessing the meeting:
 - We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Microsoft Teams (Phone or Video). Instructions have also been provided on the website of the Town of Barrington at: www.barrington.nh.gov
 - Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:
 - If anybody has a problem, please call (603) 664-0146 or email at: administration@barrington.nh.gov
 - Adjourning the meeting if the public is unable to access the meeting:
 - In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.
- Please note that all votes that are taken during this meeting shall be done by roll call vote.
- Let us start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Remote Meeting Participation

- Teams Video Conference: bit.ly/BarrSB
- Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
 - Conference ID: 676 749 973#



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1. Agenda

- a. See attached, [Agenda 2020-10-19](#)

2. Public Hearings

- a. Issuance of building permit at on Crossley Road, a Private Road, for Kasey Landry Filion and Scott Filion, Map 106 Lot 15 – **Vote**
 - i. See attached, [Private Road Agreement - Filion - Map 106 - Lot 15 – 201007](#)
 - ii. Department Heads and the Planning Board have reviewed the request and recommended the Select Board support the following requirements:
 1. Build up the side of Crossley Road along the frontage of the property a few inches.
 2. Regrade any sections of Crossley Road which are disturbed as a result of the construction activities.
 3. Route driveway runoff around the front of the leach field and into the woods around the right side of the house.
 4. Place and maintain erosion control until vegetation is established.
 5. Homeowners are urged to join the Road Association if they haven't done so already.
 6. Clear westbound site distance at the intersection of Crossley Road and Washington Street.
 7. Clear brush back on both sides of Crossley Road from Washington Street to the driveway.
 8. Keep the mouth of the driveway wide enough for a truck to turn around.
 - iii. The Select Board is asked to consider authorizing the issuance of a building permit for Map 106, Lot 15 with the condition indicated above.
- b. Acceptance of Center for Tech and Civic Life Grant – **Vote**
 - i. The Center for Tech and Civic Life (“CTCL”), a nonprofit organization tax-exempt under Internal Revenue Code (“IRC”) section 501(c)(3), has decided to award a grant of \$5,000 to support the work of the Town of Barrington elections.
 - ii. The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Barrington in 2020.
 - iii. The grant funds can be used for personal protective equipment (PPE) for staff, poll workers, or voters, poll worker recruitment funds, hazard pay, and/or training expenses, polling place rental and cleaning expenses for early voting or Election Day, temporary staffing, and absentee voting equipment or supplies. Grantee may allocate grant funds among those needs, or to other public purposes listed in the grant application, without further notice to or permission of CTCL.
 - iv. See attached, [Center for Tech and Civic Life Grant Award](#)



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- vii. Select Board Review and Comment
 - 1. The Select Board is asked to review and comment on the budget as presented.

 - e. Additional and Updated Budget Binder Documents
 - i. See attached, [Highway Equipment Replacement Schedule 201005](#)
 - 1. Updated based on recent inspection findings. Some equipment replacement plans have been accelerated.
 - ii. See attached, [Capital Reserve and Trust Fund Balances 200930](#)
 - 1. Quarter three balances.
 - iii. See attached, [Vehicle Fuel Analysis 201007](#)
 - 1. As requested by the ABC. Resulted in a budget request reduction of \$10,000.
 - iv. See attached, [2020 Paving Projects Review 201015](#)
 - 1. As requested by the ABC.
 - v. See attached, [2020 Road Construction Projects Review 201005](#)
 - 1. As requested by the ABC.
 - vi. See attached, [PRIMEX Unemployment Compensation Rates](#)
 - 1. No change from 2020.
 - vii. See attached, [PRIMEX Workers Compensation Rates](#)
 - 1. 10% decrease from 2020, budget request reduced by over \$14,000.
 - viii. See attached, [HealthTrust Life Insurance Rates FY22](#)
 - ix. See attached, [HealthTrust Long Term Disability Insurance Rates FY22](#)
 - x. See attached, [HealthTrust Short Term Disability Insurance Rates FY22](#)
 - xi. See attached, [HealthTrust Medical Insurance Rates FY22](#)
 - 1. Rate increase maximum set at 12.6%, updated budget increase of \$8,200.
 - xii. See attached, [HealthTrust Dental Insurance Rates FY22](#)
 - xiii. See attached, [PRIMEX Property and Liability Rates](#)
 - xiv. See attached, [SRPC Dues Table](#)
4. Review of Minutes – **Vote**
- a. See attached, [Minutes 2020-09-28](#)
 - b. See attached, [Minutes 2020-10-05](#)
5. Old Business
- a. 2021 Road Improvement Projects – Discussion
 - i. At the October 5, 2020 meeting, the Road Agent presented the Select Board with preliminary recommendations for [road paving](#) and [road construction](#) projects. The Select Board approved the road paving projects but has requested additional consideration for two road construction projects.



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ii. Orchard Hill Improvements

1. During late 2017 and much of 2018, Mr. Connick worked with the Select Board, Planning Board, and Zoning Board to reestablish the road Right-of-Way in order for the Town to make drainage and safety improvements to Orchard Hill Road. Below, please find a chronological listing of Board actions and information.
 - a. See attached, Orchard Hill SB Minutes – [Adjustment Vote – 180122](#)
 - b. See attached, [Orchard Hill PB Minutes – Road Layout Approval – 180206](#)
 - c. See attached, [Orchard Hill ZBA Minutes – Lot Frontage – 180221](#)
 - d. See attached, [Orchard Hill PB Minutes – Subdivision Approval – 180403](#)
 - e. See attached, [Orchard Hill SB Minutes – Road Layout Approval – 180514](#)
 - f. See attached, [Orchard Hill PB Approved Plan and Road Layout – 180820](#)
 - g. [See attached, Orchard Hill SB Minutes – Project Cost of 166K – 181126](#)
2. The Road Agent agrees with the estimate previously provided that the proposed work would cost approximately \$166,000.
3. The Select Board is asked to consider how to proceed with improvements to Orchard Hill Roads

iii. Lakeside Oaks Drive Culverts – Discussion

1. The Select Board requested that feasibility research be conducted regarding the permanent removal of the Lakeside Oaks Drive culverts and connection of Pearl Lane and Peabody Way.
2. In consultation with the Town's attorney, she explained that even if there is a tangential public benefit, RSA 231:59 would prohibit the construction of the new private road necessary to connect the ends of Pearl Lane and Peabody Way.
3. The Select Board is asked to consider how to proceed with the culvert improvements necessary for the proper operation of Swains Lake Dam.

b. Highway Garage Office Improvements – Discussion

- i. Staff are still evaluating the feasibility and costs of securing a permanent/semi-permanent trailer for the Highway facility. The remedial action taken following the 9/28 Select Board meeting has afforded the Select Board and Highway Department time in order to properly evaluate what is in the best interest of the Town.



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- c. Map 126, Lot 18 Purchase Price Reduction Request – **Vote**
- i. The Select Board previously supported the Town Lands Committee's recommendation to sell Map 126, Lot 18 directly to an abutter. The Town offered the property for sale to each abutter and two abutters responded indicating their interest in purchasing the property for the full amount owed (\$31,540). After learning that their neighbor was also interested, the two abutters agreed that one would purchase the lot and they would divide the property among both lots after the fact. The Town Lands Committee supported this approach.
 - ii. Specifically, The Reilly family and the Mitropoulos family expressed their interest in the lot. The Reilly's withdrew their offer with the intent that the Mitropoulos family would purchase the property. The Mitropoulos family is now requesting that they Select Board consider reducing the price, see below from October 5, 2020:
 1. *As you may know, The Reilly's have withdrawn their bid on the River Rd lot (tax map 126-0018) so that we may move forward with the purchase. I know that I have committed to the purchase price of \$31,540 but was wondering if the Board would consider working with me on this price. It is our goal to protect this parcel from development and am planning to split it with an abutter. We've had discussions with Berry Surveying and for us to have the three lots surveyed to do the lot line adjustments, it's going to cost \$7,000-\$8,000, and that is in addition to filing fees and state taxes. Please let me know if this is something that can be discussed and if not, please tell me what my next step is for the purchase. Thank you for consideration, Nicholas Mitropoulos.*
 - iii. In consultation with the Chair of the Town Lands Committee, he felt that the committee would have sold the lot at auction if an abutter were not interested in paying the full amount owed.
 - iv. The Select Board is asked to consider the request of Mr. Mitropoulos to purchase Map 126, Lot 18 for less than the amount owed.
- d. Fire Tanker Cab and Chassis – **Vote**
- i. The old cab and chassis from the Fire Tank Truck is nearly ready to be returned to Barrington. The trade-in value offered was \$1,500. At the time of bid award, the Select Board agreed to have the cab and chassis returned to Barrington for further evaluation prior to retention or disposal.
 - ii. The Road Agent estimates the value of the cab and chassis to the Town of Barrington at approximately \$10,000 (please note that this may differ from market value). A \$90,000 investment would be necessary in order for this truck to be a valuable asset to the Highway Department. As an immaculate truck with more traditional mechanical components, this approach is certainly an option. If retained and invested in, this truck would replace the next oldest six-wheeled dump truck and would be expected to last 10-12 years versus 15 years for a brand-new truck.



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- iii. If through bid or auction, this truck would attract more than \$10,000, the Road Agent would recommend selling it. If the Select Board was interested in offering this truck for sale, we could pursue a sealed-bid process or add it to the auction later this year. A \$10,000 minimum could be set for either option.
- iv. The Select Board is asked to consider offering the Fire Tank Truck cab and chassis for sale through sealed bid/auction with a \$10,000 minimum or to retain it for future Highway Department use.

6. New Business

a. Cemetery Accounts Payable/Receivable Management – Discussion

- i. The Cemetery Trustees are interested in processing payments to the grave service subcontractor instead of having families working directly with the vendor. This change would allow the Trustees to manage the process in a more professional manner.
- ii. Practically, this would mean that Town staff would process invoices/payments for grave services in addition to the right to burial process. Currently, there are approximately 12-15 burials per year.
- iii. There are a few financial mechanisms which could be used to accomplish the stated goal. That decision would be made at a future meeting. The Chair of the Trustees wanted to understand if the Select Board was open to considering this adjustment. If the Select Board is willing to consider, the Chair of the Trustees will hold a Cemetery Trustees meeting to make a formal recommendation.

b. FEMA Hazard Mitigation Opportunities – Engineering Consultant – **Vote**

- i. Staff are working on two infrastructure projects which may be eligible for supplemental funding from the FEMA Hazard Mitigation program. This is the same funding source used for the Young Road culvert.
- ii. First, are the culverts on Pond Hill and Daniel Cater Roads. We will not pursue funding for this project in 2020 but hope to apply for funding in 2021.
- iii. Second is the culvert replacement on Lakeside Oaks Drive. It is possible to submit an application for this year's funding. We met with representatives from the program to discuss the feasibility and timeline. In order to apply, we would need to engage an engineering consultant to develop the cost-benefit analysis prior to the application deadline at the end of November. The cost of the Young Road culvert application cost-benefit analysis was approximately \$5,000. If funding is awarded, that expense is reimbursable. The cost for engineering could be spent from the existing operating budget or the Bridge and Culvert Capital Reserve Account.
- iv. The Board is currently evaluating how to proceed with the culverts on Lakeside Oaks Drive. This funding opportunity may allow the Town to



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proceed with the infrastructure improvements while minimizing the impact to taxpayers.

- v. The Select Board is asked to consider engaging an engineer to finalize the application for FEMA Hazard Mitigation funding on the Lakeside Oaks Drive culvert replacement project.
- c. Request to Purchase Map 234, Lot 1, Sublot 6 – **Vote**
- i. A commercial real estate agent recently inquired about a Town-owned lot at the end of Redemption Road on behalf of a client. Map 234, Lot 1, Sublot 6 was created by the TURBOCAM Development Agreement which subdivided the property and created Redemption Road. Sublot 6 has previously been earmarked for future Town use with specific thought given to recreational opportunities. The Select Board would have the authority to sell the lot pursuant to RSA 41:14-a.
 - ii. TURBOCAM currently owns three of the original lots and has the right of first refusal to purchase two others (not including subplot 6).
 - iii. The agent explained that the interested party would be an active user with a similar use as TURBOCAM. They would construct a 25K-35K sq. ft. facility. They are looking to be in the seacoast, but Rochester/Barrington is their preference. They are willing to pay market value.
 1. See attached, [Property Record Card Map 234 - Lot 6 - Sublot 1](#)
 - iv. The Select Board is asked to consider any interest in selling Map 234, Lot 1, Sublot 6.
- d. Request to Purchase a Portion of Map 224, Lot 10 – **Vote**
- i. In late August, Michael Flaherty of 302 Smoke Street wrote to the Town requesting to purchase a portion of Town-owned property which abuts his lot.
 1. See attached, [Flaherty 302 Smoke Street Proposal 200827](#)
 - ii. I shared Mr. Flaherty's request with the Planning Board, Town Lands Committee, and Conservation Commission for review and recommendation to the Select Board. Please find their feedback below:
 - iii. Planning Board (October 6, 2020)
 1. The Board had a brief discussion about the resident's request and the Board did not support the request.
 2. A motion was made by J. Jennison and seconded by S. Diamond to send a memo to the Select Board that they do not support this request. Vote 5/0.
 - iv. Town Lands Committee (September 12, 2020)
 1. 302 Smoke Street, Adjacent to BYA fields. Owner encroaching on Town property, Owner wants to install an inground pool, offered Town \$2,000 for 1 ac. Recommend to not accept low offer. Town



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may not want to set a precedent in selling land to parties with special interests. Recommend that the Town may want to contact a lawyer to determine any long-term implications.

- v. Conservation Commission (September 17, 2020)
 1. Michael Flaherty (302 Smoke Street) would like to purchase one acre of land from the town to extend his side property line set back so that an in-ground pool could be installed behind his house. Doug questioned if there are wetlands on the acre and if there would be a delineation of wetlands and buffer. John suggested a site visit to look at the property, and Doug and John will do a site walk after scheduling a time with Mr. Flaherty. This request of sale can be revisited at the next CC meeting. Dan mentioned that the Lands Committee had reviewed this request and it feels that the \$2,000 amount Mr. Flaherty had offered for the acre was too low an amount.
- vi. The Select Board is asked to consider the request by the Flaherty family to purchase one acre from Map 224, Lot 10.

7. October Work Anniversaries

- a. Samuel Surawski • Police Officer • 1 Year

8. 2020 Select Board Goals

- a. See attached, [2020 Select Board Goals](#)
- b. See attached, [2020 Select Board Goal and Budget Mid-Year Analysis – 200727](#)

9. Upcoming Meetings/Events

- a. October 26, 2020 – Select Board Meeting – Planning/Land Use/Building/Codes Budget Presentation
- b. November 2, 2020 – Select Board Meeting – Library Budget Presentation
- c. November 9, 2020 – Select Board Meeting – Police Budget Presentation